

Question papers that require answer sheets

Starting the examination

Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notice to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your cover sheet. Please tell me if any of the details are not correct for this examination. (Allow time for the candidates to do this.)

Use only the rough paper provided by the school for notes.

Use blue or black ink for all written text. Pencil, including coloured pencils, may be used only for graphs, diagrams or charts.

The number of pages in the examination paper is on the front page. Turn the pages to check none is missing. (Allow time for the candidates to do this.) Is the examination paper complete?

Read all instructions very carefully. Do not answer more questions than required—if you answer extra questions they will not be marked.

Write as clearly as possible using both sides of each page. If you require more pages on which to write your answers, please ask for more.

Write your session number at the top right corner of every page you use (including graph paper if appropriate).

Write question numbers in the left-hand margin. Leave the right-hand margin blank.

After I finish this instruction, you will have five minutes to read the questions carefully. During this reading time you are not allowed to write (or use a calculator). You may now open your examination paper. Your reading time starts now.

(Allow five minutes reading time.)

Your reading time is over. You have (state time allowed) for this examination paper. You may start to write.

The time is (give the precise start time).

During the examination make these announcements at appropriate times.

The time remaining is 30 minutes.

The time remaining is 5 minutes.

Ending the examination

The examination has ended. Please stop writing immediately and close your examination paper.

Source: *International Baccalaureate Diploma Programme Vade Mecum*, 2007, pp. G17-G21

Do not make any additions or amendments to your answers.

Draw a line through any work that you do not wish to be marked.

Check that you have written the question numbers in the left-hand margin.

Complete all details on your cover sheet if you have not done so already. Remember to indicate the number of answer sheets used and which questions you have answered.

Make sure that your cover sheet and answer sheets are fastened together using a string tag.

Do not staple the pages together. Make sure that your session number is written on every page. (If appropriate, advise candidates to attach any graph paper they have used.)

Place any rough notes and the examination paper separately on your desk/table ready for collection.

Examination papers in which candidates write their answers

Starting the examination

Do not open the examination paper until I instruct you to do so.

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Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Check the details on your cover sheet. Please tell me if any of the details are not correct for this examination. (Allow time for the candidates to do this.)

Use only the rough paper provided by the school for notes.

Use blue or black ink for all written text. Pencil, including coloured pencils, may be used only for graphs, diagrams or charts.

The number of pages in the examination paper is on the front page. Turn the pages to check none is missing. (Allow time for the candidates to do this.) Is the examination paper complete?

Read all instructions very carefully. Do not answer more questions than are required—if you answer extra questions they will not be marked.

Write your answers in the appropriate spaces on the examination paper. Answer sheets have been provided for answers that require more space than is available in the examination paper.

After I finish this instruction, you will have five minutes to read the questions carefully. During this reading time you are not allowed to write (or use a calculator). You may now open your examination paper. Your reading time starts now.

(Allow five minutes reading time.)

Your reading time is over. You have (state time allowed) for this examination paper. You may start to write.

The time is (give the precise start time).

During the examination make these announcements at appropriate times.

The time remaining is 30 minutes.

The time remaining is 5 minutes.

Ending the examination

The examination has ended. Please stop writing immediately and close your examination paper.

Do not make any additions or amendments to your answers.

Draw a line through any work that you do not wish to be marked.

Complete all details on your cover sheet, if you have not already done so. Remember to indicate which questions you have answered and the number of additional answer sheets (including graph paper) you are attaching to the examination paper. Make sure that your session number is written on every additional answer sheet.

Make sure that your cover sheet is attached to the front of the examination paper using the string tag. Attach any additional answer sheets to the back of the examination paper. Do not staple the pages together. (If appropriate, advise candidates to attach any graph paper they have used.)

Place your examination paper on your desk/table with the front page uppermost, ready for collection. Do not include any rough notes; these will be collected separately.

Multiple choice examination papers

Starting the examination

Do not open the examination paper until I instruct you to do so.

Do you have any questions about the notice to candidates displayed in the school?

Does anyone have any unauthorized material in his or her possession? This is your last opportunity to say so.

Are the subject, level and language of your examination paper correct?

Do you have everything you need for the examination?

Read the instructions on the answer sheet. (Allow time for the candidates to do this and give guidance, as appropriate.)

Use only the pencils provided and the rough paper provided by the school for notes and calculations. Note that calculators are not allowed in multiple choice examinations.

The number of pages in the examination paper is on the front page. Turn the pages to check none is missing. (Allow time for the candidates to do this.) Is the examination paper complete?

Read all instructions and the questions themselves very carefully. Do you have any questions?

You have (state time allowed) for this examination paper. You may now start the examination.

The time is (give the precise start time).

During the examination make these announcements at appropriate times.

The time remaining is 30 minutes.

The time remaining is 5 minutes.

Ending the examination

The examination has ended. Please stop writing immediately and close your examination paper.

Do not make any additions or amendments to your answers.

Place your answer sheet and examination paper on your table/desk with the front pages uppermost, ready for collection.